

# **McCormack Building – One Ashburton Place**

## **OCCUPANT EMERGENCY PLAN**

Although building evacuation may occur in the case of any major emergency, the most common reason for building evacuation is a fire incident. The same evacuation procedure used during a fire emergency should be followed during all emergencies requiring building evacuation.

### **I. EMERGENCY EVACUATION PLAN**

#### **A. PURPOSE**

This emergency evacuation plan is intended to serve the following purposes:

1. To ensure the immediate relocation of building occupants as quickly and safely as possible.
2. To familiarize all occupants with the specific emergency announcements and how they should respond.
3. To provide a clear course of action to be followed during any emergency evacuation or fire drill.

#### **B. GENERAL**

In many cases a fire incident does not require a complete building evacuation. The normal course of action will be to require the evacuation of the fire floor and one floor above. All information will be transmitted via the public address system. The fire floor and one above will relocate down three floors. (Example: If the fire is 10<sup>th</sup> floor, the 10<sup>th</sup> floor relocates to the 7<sup>th</sup> floor and the 11<sup>th</sup> floor relocates to the 8<sup>th</sup> floor.)

***It should be noted that while thorough knowledge and proper execution of this plan is vital, once the proper authorities arrive on scene and have been apprised of the situation, their instructions supersede this plan. Further, everyone's cooperation with emergency personnel is expected.***

## **II. EMERGENCY EVACUATION PROCEDURES**

### **A. REPORTING**

#### **Upon discovery of a fire:**

1. Locate the nearest fire pull station and pull the lever down completely. The pull stations are located next to the stairwells in the hallways. (See attached floor map for locations.)
2. Locate the Evacuation Team Leader and inform him/her of the location and nature of the fire. The Evacuation Team Leader should then begin evacuation of the floor.

**Upon the discovery of any other type of emergency** (ie. bomb threat, chemical spill, etc.) alert the proper authorities and await further instructions.

<b>24 Hour Building Services</b>	<b>7-1000</b>
<b>Bureau of State Office Buildings</b>	<b>7-4100</b>
<b>State Police</b>	<b>7-2917</b>
<b>Boston Fire</b>	<b>911</b>
<b>Boston Police</b>	<b>911</b>
<b>Boston EMS</b>	<b>911</b>

### **B. EVACUATION**

1. Listen carefully to instructions received via the public address system.
2. Wait for the evacuation signals to be given by your Evacuation Team Leader or their designee. (Complete building evacuation may not be necessary).
3. If you receive instructions to evacuate, walk to your designated stairwell. ***Do not use elevators while an alarm is sounding.***
4. When exiting your office area take only wallets and handbags; all doors should be closed but not locked.
5. When descending the stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.
6. Proceed to your designated relocation floor unless otherwise instructed. (Normally your designated relocation floors will be three floors below the evacuated floor.)
7. Once you reach your designated relocation area, remain there until you are given further instructions or the "All Clear" command is given.
8. No one should **under any circumstances** return to the fire floor or one above unless directed to by P.A. announcement.

### **III. OCCUPANT EMERGENCY ORGANIZATION**

#### **A. RESPONSIBILITIES**

The establishment of the Occupant Emergency Organization is the joint responsibility of all agencies that occupy space in the building. The Bureau of State Office Buildings (BSB) is the agency that assumes the responsibility for developing and implementing the Occupant Emergency Plan (OEP).

#### **B. OCCUPANT EMERGENCY COORDINATOR**

The Building Manager is designated as the facility's Occupant Emergency Coordinator.

#### **C. FLOOR EVACUATION TEAMS**

Each tenant agency will provide personnel to staff the Occupant Emergency Organization. The BSB will confer with the appropriate official of each tenant agency and arrange for the designation of employees to fill the following positions:

- Evacuation Team Leader
- Assistant Evacuation Team Leader
- Disabled Persons Monitor
- Stairway Monitor
- Area/Room Monitors

These positions are explained in more detail below:

**Evacuation Team Leader** duties include:

- Appoint an Assistant Evacuation Team Leader, Disabled Persons Monitor, Stairway Monitor and Area Monitors.
- Maintain **complete and accurate** list of emergency personnel for his/her floor.\*
- Inform his/her assistants and co-workers regarding emergency procedures to be followed and post necessary information as needed.
- Keep occupants of floor informed during emergency procedures.
- Direct orderly flow of personnel during an emergency or drill, along prescribed evacuation routes.
- Maintain current roster of disabled employees including name, phone number, and nature of disability.
- Make floor clearance report to Command Center upon evacuation.
- Assume responsibility for the entire floor, not just the agency in which he/she works.

**Assistant Evacuation Team Leader** duties include:

- Serve as Evacuation Team Leader in his/her absence.
- Assist Evacuation Team Leader in orderly evacuation of personnel.
- Inform co-workers of emergency procedures.

**Disabled Persons Monitor** duties include:

- Maintain accurate and complete roster of disabled personnel.
- Report roster to Evacuation Team Leader.
- Know the location of all disabled persons and facilitate their evacuation in an emergency.

**Area Monitor** duties include:

- Facilitate the evacuation of assigned areas.
- Report to Evacuation Team Leader when area is cleared.

**Stairway Monitor** duties include:

- Determine if the assigned stairwell is safe to be used for evacuation.
- Maintain orderly flow of traffic. Do not allow individuals to loiter or walk up stairs against traffic.
- Report stairwell clear to Evacuation Team Leader.

*\*Evacuation Team Leaders are responsible for maintaining complete and accurate team lists for their respective floors. Evacuation Team Leaders must also be sure each agency has a copy posted in a readily accessible location. The accuracy and importance of this list cannot be overstated, as it serves as a critical line of communication during a fire emergency.*

## **IV. EMERGENCY ORGANIZATION PROCEDURES**

### **A. CONTROL CENTER**

The purpose of the control center is to serve as a headquarters from which the Bureau of State Office Buildings and Emergency Officials will control and direct emergency operations within the building.

1. Location: During alerts, when the Occupant Emergency Plan is in effect, the control center will be located in the first floor lobby of the building. The elevators and P.A. system will also be controlled from this location.
2. Operation: Upon activation of an alarm, the building manager will report to the control center immediately. All other building maintenance staff will do likewise. At this location building staff will meet with Emergency Officials and inform them of the situation.

### **B. FIRE ALARM RESPONSE**

Any floor that has reported a fire incident will be known as the “fire floor.” Relocation from the fire floor to a safe area of the building will be accomplished as follows:

1. Upon the activation of the fire alarm all Evacuation Team Leaders must listen for the P.A. announcement and determine the alarm location (See attached list of fire alarm codes for respective floors). The primary objective during the initial stages of a possible fire emergency is to evacuate the fire floor and one floor above only.
2. The Evacuation Team Leader for the fire floor is to put the emergency evacuation plan into effect immediately upon alarm notification. As soon as possible, Bureau personnel will make announcements informing tenants of the alarm status.
3. Area/room Monitors under the direction of the Evacuation Team Leader should direct all personnel to the nearest stairwell and direct them to walk down three flights. (Example: if the fire floor is 17, 17 relocates to 14, floor 18 relocates to 15.) ***Elevators are not to be used.***
4. Disabled Persons Monitors will assist disabled occupants in assembling in front of the freight elevator for evacuation.
5. Area/room Monitors and Disabled Persons Monitors will report to Evacuation Team Leader once all floor occupants have been evacuated.
6. The Evacuation Team Leader will report to the control center by use of the hallway fire phone system (located next to the elevators) that his/her floor is clear, and will then leave the floor.
7. Once down three flights all occupants and evacuation team members will await further instructions via the P.A. system.

## **V. TRAINING**

### **A. GENERAL TRAINING**

General training and education for all emergency organization personnel is necessary to ensure maximum effectiveness of the organization. Individuals who are assigned duties under this plan will be given instructions in their specific areas by BSB personnel as needed. Training will normally be provided to Evacuation Team Leader and Assistant Evacuation Team Leader, who will then be responsible for training their respective floor teams.

### **B. DRILLS**

Evacuation team members will participate in periodic drills as part of their training to familiarize themselves with proper emergency actions. These drills will include partial evacuations to become familiar with evacuation routes. Drills will only involve two floors, the “fire floor” and one above. The involved floors will relocate down three floors.

**Drill procedures** will be as follows:

1. Without prior notice Bureau personnel will activate a fire device on a pre-selected floor. This will be the fire floor.
2. After the bells have cycled three times through the specific floor code (see attached page for floor codes), an announcement will be made that a fire drill is taking place. The announcement will then indicate which floors are to relocate.



*Bureau of State Office Buildings*  
*Commonwealth of Massachusetts*

## **Emergency Evacuation Procedure**

### **McCormack Building – One Ashburton Place**

(PLEASE POST)

1. Listen carefully to instructions received via the public address system.
2. Wait for the evacuation signals to be given by your Evacuation Team Leader or their designee. (Complete building evacuation may not be necessary).
3. If you receive instructions to evacuate, walk to your designated stairwell. ***Do not use elevators while an alarm is sounding.***
4. When exiting your office areas take only wallets and handbags; all doors should be closed but not locked.
5. When descending the stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.
6. Proceed to your designated relocation floor unless otherwise instructed. (Normally your designated relocation floors will be three floors below the evacuated floor.)
7. Once you reach your designated relocation area, remain there until you are given further instructions or the "All Clear" command is given.
8. No one should **under any circumstances** return to the fire floor or one above unless directed to by P.A. announcement.

## John W. McCormack Building – One Ashburton Place

### Fire Alarm Code Directory

<u>Bell Code</u>	<u>Location</u>
1-2-1-----	Plaza level
1-2-2-----	First floor
1-2-3-----	Second floor
1-3-1-----	Third floor
1-3-2-----	Fourth floor
1-3-3-----	Fifth floor
1-3-4-----	Sixth floor
1-3-5-----	Seventh floor
1-4-1-----	Eighth floor
1-4-2-----	Ninth floor
1-4-3-----	Tenth floor
1-5-1-----	Eleventh floor
1-5-2-----	Twelfth floor
1-5-3-----	Thirteenth floor
1-6-1-----	Fourteenth floor
1-6-2-----	Fifteenth floor
1-6-3-----	Sixteenth floor
1-7-1-----	Seventeenth floor
1-7-2-----	Eighteenth floor
2-1-1-----	Nineteenth floor
2-1-2-----	Twentieth floor
2-2-1-----	Twenty-first floor
2-2-2-----	Twenty-second floor
2-3-1-----	Elevator Machine Room, Secondary Level & Penthouse





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## **Emergency Phone Numbers**

### **John W. McCormack Building (Please Post)**

<b>24 Hour Building Services</b>	<b>727-1000</b>
<b>Bureau of State Office Buildings</b>	<b>727-4100</b>
<b>State Police</b>	<b>727-2917</b>
<b>Boston Fire</b>	<b>911</b>
<b>Boston Police</b>	<b>911</b>
<b>Boston EMS</b>	<b>911</b>



## **FIRE EXTINGUISHERS**



Fire extinguishers can be used to put out small fires by those who are properly trained to use them. ***It is crucial, however, that no attempt to extinguish a fire be made until the fire department has been notified and the Occupant Emergency Plan has been initiated.***

Fire Extinguishers are located in the Fire Hose Cabinets in each hallway. (See attached map for locations).

Before you begin to fight a fire using an extinguisher you must **first**:

1. Make sure everyone has evacuated or is evacuating the area.
2. Make sure the fire department has been called.
3. Make sure the fire is confined to a small area and is not spreading.
4. Be sure you have an unobstructed escape route to which the fire will not spread.
5. Be sure you have read the extinguisher's instructions, are using the proper type of extinguisher, know how to use the extinguisher.

***It is reckless to fight a fire in any other circumstances. Instead, leave immediately, close off the area, and leave the fire for the fire department!***

### **Using a Fire Extinguisher**

Remembering the word **PASS** can help you remember how to use the fire extinguisher.

**P**ull - the safety pin at the top of the extinguisher.

**A**im - the nozzle or hose at the base of the fire, standing about 6' - 8' away.

**S**queeze - or depress the handle.

**S**weep - gently from side to side until the fire is out.

## FIRE EXTINGUISHER RATINGS



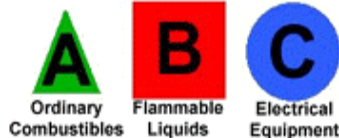
**Class A Extinguishers** will put out fires in ordinary combustibles, such as wood and paper. The numerical rating for this class of fire extinguisher refers to the amount of water the fire extinguisher holds and the amount of fire it will extinguish.



**Class B Extinguishers** should be used on fires involving flammable liquids, such as grease, gasoline, oil, etc. The numerical rating for this class of fire extinguisher states the approximate number of square feet of a flammable liquid fire that a non-expert person can expect to extinguish.



**Class C Extinguishers** are suitable for use on electrically energized fires. This class of fire extinguishers does not have a numerical rating. The presence of the letter “C” indicates that the extinguishing agent is non-conductive.



Many extinguishers available today can be used on different types of fires and will be labeled with more than one designator, e.g. A-B, B-C, or A-B-C.

## TYPES OF FIRE EXTINGUISHERS



**Dry Chemical** extinguishers are usually rated for multiple purpose use. They contain an extinguishing agent and use a compressed, non-flammable gas as a propellant.

**Halon** extinguishers contain a gas that interrupts the chemical reaction that takes place when fuels burn. These types of extinguishers are often used to protect valuable electrical equipment since they leave no residue to clean up. Halon extinguishers have a limited range, usually 4 to 6 feet. The initial application of Halon should be made at the base of the fire, even after the flames have been extinguished.

**Water** extinguishers contain water and compressed gas and should only be used on Class A (ordinary combustibles) fires.

**Carbon Dioxide** (CO<sub>2</sub>) extinguishers are most effective on Class B and C (liquids and electrical) fires. Since the gas disperses quickly, these extinguishers are only effective from 3 to 8 feet. The carbon dioxide is stored as a compressed liquid in the extinguisher; as it expands, it cools the surrounding air. The cooling will often cause ice to form around the “horn” where the gas is expelled from the extinguisher. Since the fire could re-ignite, continue to apply the agent even after the fire appears to be out.

## **BOMB THREATS**

### **I. GENERAL**

The Bureau of State Office Buildings will follow State Police Bomb Threat Policy, State Police General Order SOC-02 6/23/97. Evacuation will only take place if deemed essential. If Evacuation is necessary, notification will be made via the public address system and the emergency evacuation procedure will be followed.

### **II. REPORTING**

If a bomb threat is received, it must be reported immediately to the **State Police at 727-2917**. Attached are various questions that can be asked of a caller who makes a bomb threat. A copy of this sheet should be distributed to all personnel who answer general telephone calls on a regular basis.

### **III. PROCEDURE**

After a bomb threat has been received all occupants should **visually** inspect their area for any suspicious devices. Occupants should remain calm and await instructions via the public address systems. Evacuating a floor or building without knowing exactly where a device is located may be dangerous. If evacuation is required, tenants will be notified via the public address system and normal evacuation procedures will be followed. Once outside the building, occupants should assemble at least 500 feet from the building.

## **IMPORTANT**

***An occupant must not attempt to touch, move, or disrupt a suspicious device in any way, but should immediately and call the State Police at 727-2917.***



**Massachusetts State Police Bomb Threat Data Form**  
**State Police – Beacon Hill – 727-2917**

**Questions to ask:**

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is it right now? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_ If so, why? \_\_\_\_\_
8. What is your name? \_\_\_\_\_
9. What is your address? \_\_\_\_\_

**Exact wording of the threat:** \_\_\_\_\_  
\_\_\_\_\_

**Caller's Voice:** (circle any that apply) Calm / Nasal / Angry / Stutter / Excited / Lisp / Slow / Rapid / Raspy / Deep / Soft / Loud / Crying / Accent / Ragged / Distinct / Laughter / Normal / Clearing throat / Slurred / Disguised / Whispered / Deep breathing / Cracking voice  
**If voice is familiar**, who does it sound like? \_\_\_\_\_

**Background Sounds:** (circle any that apply) Street noise / Voices / Factory machinery / Music / Crockery / Clear / Static / Motor / Animal noises / PA system / Local / Phone Booth / Long distance / House noises / Office machinery / Other \_\_\_\_\_

**Threat Language:** (circle any that apply) Well-spoken / Incoherent / Foul / Taped / Irrational  
Prepared message read by threat maker

**Remarks:** \_\_\_\_\_

**Received by:** \_\_\_\_\_ **Position:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ AM/PM